

TITLE: Instructor Work-Shops

OBJECTIVES: Improvement of instruction in specific areas of interest

PREREQUISITE: Top Secret clearance

ENROLLMENT: Varies from a few to many

DURATION: Adapted to meet the needs and interests of the requester

LOCATION: Headquarters, or special training site as required

Occasionally a group of instructors feel a desire to attain further experience and knowledge, or refresh themselves, in certain specialized areas of learning and training. Such experiences can be accomplished through an Instructor Work Shop. The dates, length, hours, and place can be adapted to suit the needs of the requesting personnel.

Sample subjects might include one or more of the following:

1. How can lectures be improved?
2. The design, preparation, and use of audio-visual aids
3. Latest techniques in audio-visual education
4. How to use role playing in instruction
5. Improvement of discussion sessions in instruction
6. How to best meet the problem of individual differences in classes
7. Techniques of improving class demonstrations
8. Use of teaching machines
9. Techniques in evaluating students' progress and achievement
10. Factors affecting student's rate of learning
11. Effects of success and failure
12. Use of case studies
13. How are lesson plans made and used in the classroom?
14. What are the considerations in planning a new course or revising an old one?

If interested instructors or School Chiefs desire "work shop" training or conferences in any of the above topics or other topics related to learning and teaching, contact should be made with the Chief Instructor, Instructor Training Course, Extension 3531, and arrangements will be made to conduct a work shop.